

Council

Date: **Monday 15 May 2017**
Time: **10.00 a.m**
Venue: **Council Chamber, County Hall, Norwich**

Supplementary Agenda

- 8a. **Recommendations of the Policy and Resources Committee arising from the Constitution Advisory Group of 1st March 2017 – Creation of a Business and Property Committee** Page A2
9. **Size of Committees and Proportional Allocation of Seats on Committees** Page A17
Report by the Head of Democratic Services

Chris Walton
Head of Democratic Services
County Hall
Martineau Lane
Norwich
NR1 2DH

Date Agenda Published: 12 May 2017

For further details and general enquiries about this Agenda please contact Greg Insull on 01603 223100 or email greg.insull@norfolk.gov.uk



If you need this agenda in large print, audio, Braille, alternative format or in a different language please contact Chris Walton, Tel: 01603 222620, Minicom 01603 223833. Email: chris.walton@norfolk.gov.uk and we will do our best to help

Recommendations of the Policy and Resources Committee arising from the Constitution Advisory Group of 1st March 2017 – Creation of a Business and Property Committee

1 Creation of a Business and Property Committee

- 1.1 Council on 10th April 2017 considered a number of recommendations from the Policy and Resources Committee concerning proposed amendments to the constitution. In moving the recommendations in the report, the Chairman of Policy and Resources Committee, asked Council to agree to defer recommendations (a)1 and (a)2 (Recommendations from the Constitution Advisory Group (CAG) held on 1st March 2017 concerning the creation of a Business and Property Committee). All other recommendations set out in that report were approved
- 1.2 The recommendations from Policy and Resources Committee on 27th March 2017 which were deferred were for Council to agree the following recommendations of CAG:

(a) The Creation of a Business and Property Committee

1. To endorse the proposal to establish a Business and Property Committee with Terms of Reference as set out in the report [attached at Appendix A]. This includes dis-establishing the existing Economic Development Sub Committee.
 2. that the most appropriate format for a new Business and Property Committee would be as a Service Committee of 9 Members.
- 1.3 Discussions have been held between Group Leaders to progress this matter and as a result, the recommendation is being re-submitted to the Council for consideration. Council has previously agreed that there shall be flexibility in agreeing the appropriate size of its Committees every 4 years at the AGM of the new Council and therefore it is for the Council to determine the size of the proposed new Service Committee at agenda item 9 (Size and Proportional Allocation of Seats on Committees).
- 1.4 A copy of the report on the Business and Property Committee submitted to the meeting of Council held on 10th April is attached as appendix A.

2. Recommendation:

Council is recommended to consider the recommendations set out above with the size of the Business and Property Committee to be determined at agenda item 9 (Size and Proportional Allocation of Seats on Committees).

**Cliff Jordan,
Chairman, Policy and Resources Committee**

Policy and Resources Committee

Appendix A

Item No 8a

Report title:	Recommendations from the Constitution Advisory Group meetings held on 1st March 2017 and 16 March 2017
Date of meeting:	27 March 2017
Responsible Chief Officer:	Managing Director
Strategic impact Article 13 of the Constitution provides that changes to the Constitution may only be made by full Council following consideration of the proposal by the Constitution Advisory Group (CAG) who will make recommendations to this Committee. The Group met on 1 st March and 16 th March 2017 and made recommendations to the Policy and Resources Committee which are set out in this report.	

Executive summary

This report sets out recommendations made by the Constitution Advisory Group at its meetings held on 1st and 16th March 2017.

The **recommendations** from CAG held on 1st March are as follows:

(a) **The creation of a Business and Property Committee (report to CAG attached at Appendix A)**

1. To endorse and recommend to Policy and Resources Committee the proposal to establish a Business and Property Committee with Terms of Reference as set out in the report [attached at Appendix A]. This includes dis-establishing the existing Economic Development Sub Committee.
2. To recommend to Policy and Resources Committee that the most appropriate format for a new Business and Property Committee would be as a Service Committee of 9 Members.

(b) **Norse Shareholder Committee and the role of the Norse Shareholder Representative (report to CAG attached at Appendix B)**

1. To endorse the proposal as set out in Appendix B and recommend Policy and Resources Committee to refer it to Full Council for approval.

The **recommendations** from CAG held on 16th March 2017 are as follows:

(c) **Review of Governance Arrangements (report to CAG attached at Appendix C)**

1. That the Constitution be changed to give the Council flexibility in agreeing the appropriate size of its Committees every 4 years at the AGM of the new Council. The Committees will not lose their political proportionality.

2. That the Constitution be changed so that Service Committee Vice-Chairs and Service Committee Chairs who are currently invited to attend meetings of P&R Committee, are permitted to become full members of P&R Committee.
3. That the Constitution be changed to give P&R Committee a clearer role in the development of significant policies as well as delegated responsibility for critical decisions which result in the Council incurring significant expenditure or making significant savings in a particular budget area and/or which have an impact on a significant proportion of Norfolk's residents.
4. That the Role and Terms of Reference of the Service Committees be changed reflecting the changes to P&R and other changes introduced as a result of the review and that:
 - a. Non-Councillor membership of Children's Services Committee be reduced to the statutory representatives (the two Church representatives) and that the Children's Services Committee should in the future consider the purpose and appropriateness of any wider membership.
 - b. Children's Services Committee reviews the appropriateness, membership and terms of reference of its Panels and Internal Groups.
5. That the Emergency Committee be disestablished.
6. That the Constitution be changed to incorporate the updated Policy Framework as given in Annex A to Appendix C.

2. Financial Implications

These are dealt with in the reports to CAG which are attached.

3. Issues, risks and innovation

3.1 There are no other relevant implications to be considered by members.

Background Papers – There are no background papers relevant to the preparation of this report.

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, e.g. equality impact assessment, please get in touch with:

Officer Name:

Tel No:

Email address:

Victoria McNeill

01603 223415

victoria.mcneill@norfolk.gov.uk



If you need this Agenda in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Constitution Advisory Group

Item No.....

Report title:	Creating a Business and Property Committee
Date of meeting:	1 March 2017
Responsible Chief Officers:	Simon George, Executive Director of Finance and Commercial Services Tom McCabe, Executive Director of Community and Environmental Services
Strategic impact The Council is actively using property assets to facilitate transformation of public services across the county and help generate financial efficiencies. The Council wish to ensure that decisions relating to property assets, where ever possible, support business, job creation and growth. Significant reductions in premises budgets to be achieved through efficiency measures have been included in the Council's Medium Term Financial Plan. Together with income targets to be achieved through commercialisation of property assets there is a requirement for £4.2 million of savings and income to be achieved in 3 years.	

Executive summary

Policy and Resources Committee resolved, at their 26 September 2016, to approve the principle of establishing a Business and Property Committee. They agreed to refer this matter to the Constitutional Advisory Group (CAG). This report sets out a proposal for this new Committee.

Recommendation:

Constitution Advisory Group is asked to:-

- 1. Endorse and recommend to Policy and Resources Committee the proposal to establish a Business and Property Committee with Terms of Reference as set out in this report. This includes dis-establishing the existing Economic Development Sub Committee.**
- 2. To consider the most appropriate format for a new Business and Property Committee i.e. a sub-Committee or Service Committee, and recommend a way forward to Policy and Resources Committee.**
- 3. To note that, subject to CAG's resolution for recommendations 1 and 2 above, Officers will carry out a detailed review of the Council's Constitution to enable any consequential changes to be reported to Policy and Resources Committee along with CAGs recommendation.**

[Officers have subsequently reviewed the implications of the recommendations for the Constitution and if agreed, consequential changes will be required to:

Article 2 – Members of the Council
Article 5 – Leader of the Council
Article 6 – Committees
Article 7 – Committee Chairs
Part 3.1 – Functions and Powers of the Full Council
Part 3.2 – Council Procedure Rules
Part 4.2 - Committee Procedure Rules
Part 7.7 – Financial Regulations

Details of the consequential changes are available on request]

1.0 Introduction

- 1.1 Policy and Resources Committee resolved at their 26 September 2016 meeting to “Approve the principle of establishing a Business and Property Committee” and “To refer this matter to the Constitution Advisory Group for detailed consideration of a new Business and Property Committee with a wider scope and role to deal with a range of business related functions of the Council, together with the required changes to the Constitution”.
- 1.2 This report sets out a proposal for the establishment of a new Business and Property Committee, for CAG to consider with a view to making a recommendation to the Policy and Resources Committee.

2.0 Proposal

2.1 Terms of reference and membership

- 2.1.1 It is proposed to establish a new Business and Property Committee with Terms of Reference that incorporate:-
 - The property and asset management responsibilities that are currently with the Terms of Reference of the Policy and Resources Committee;
 - All of the responsibilities of the existing Economic Development Sub-Committee, which essentially means disestablishing the Sub Committee;
- 2.1.2 The current composition of the Economic Development Sub Committee is 9 Members, compared to 17 Members on Service Committees. This was with a view to Members of the Sub Committee being able to build up more detailed specialist knowledge within the relevant functions and to support swift decision making, in particular to ensure the County Council is well placed to take commercial opportunities. It is proposed that the Composition of the new Committee is 9 Members of the Council.
- 2.1.3 The Terms of Reference of Committees are defined in Part 4.1 of the Council’s Constitution. The changes that would be needed to reflect the proposed new Committee are set out in Appendix A. Note that wording shown is red will be amended to reflect the proposed format of the Committee, see 2.2 below.

2.2 Functions

2.2.1 The property and asset management functions are set out below:-

- Approval of the Council's Corporate, Asset Management Plan (AMP), annual property work programme and other property related policies and strategies.
- Promote corporate use of land and property across the Council and collaboration with public service partners.
- Review performance of the property portfolio and agree targets for improvement ensuring actions are incorporated within the approved AMP work programme.
- Approve land and properties surplus to County Council use to be disposed/developed or retained for non-operational purpose.
- Approve acquisition of land and properties including freehold, leasehold and short term licences.
- Consider business cases for investment in land and property and recommend approval of capital budgets and/or funding applications through Policy & Resources.
- Ensure that business plans are established for priority property programmes including (not necessarily a complete list) County Farms, Scottow Enterprise Park, Norwich Airport Industrial Estate etc.
- Approve other land and property related financial commitments including compensation payments arising from infrastructure schemes, compulsory purchase etc.
- Hold all to account all land and property related member working groups, advisory boards and sub-committees.

2.5.2 The new Committee will also subsume all of the current functions of the Economic Development Sub Committee (see Appendix A). Note that the functions of the Sub-Committee included oversight and development of County Farms.

2.2 **Format**

2.2.1 CAG are asked to consider the most appropriate format for the new Committee i.e. whether it should be a sub-Committee or a Service Committee.

2.2.2 If a sub-Committee is considered the most appropriate format, CAG will want to consider which Committee should be the parent and the Composition of the Committee. To ensure a strong alignment to the overall council strategy and other enabling services, it is suggested that, if a sub-Committee format is preferred, the parent is Policy and Resources Committee and sub-Committee Members are taken from members of Policy and Resources Committee.

2.3 **Consequential changes to the Constitution**

2.3.1 A number of consequential changes to other articles/parts of the Constitution will be needed to reflect the establishment of a new Committee, as proposed in Appendix A. This would include amendments to:-

- Article 6 – Committees
- Part 7.7 – Financial Regulations (in particular the section on assets)

It is anticipated that this line by line review of the Constitution will be carried out and details reported to Policy and Resources Committee along with CAGs recommendation.

3.0 Financial Implications

- 3.1 Establishing a new Committee, and increasing the overall number of Committee meetings, will result in an increase in costs for example Member allowances. This will be partially offset by the dis-establishment of the Economic Development Sub-Committee. The officer support to administer the Committee can be accommodated within existing resources.
- 3.2 Subject to CAG's recommendation, it is expected that Special Responsibility Allowances (SRAs) as defined in Appendix B of Part 9.1 of the Constitution would need to be reviewed to consider the new arrangements. This could result in an overall increase in the amount of SRA payable. The SRA for the Chairman and Vice Chairman of Economic Development Sub-Committee currently have a combined total of £15,161. The current SRA for the Chairman and Vice Chairman of a Service Committee have a combined total of £20,214.
- 3.3 The Council's estate has a book value of £885million and the net annual property costs are £44million. A dedicated Business and Property Committee will enable Members to focus more attention to ensure the Council's property strategy, policies and medium term Asset Management Plan support the achievement of corporate priorities and objectives by balancing the various priorities for economic and social use of resources, service delivery, financial efficiency, investment and partnership working as well as supporting business, job creation and growth.

4.0 Issues, risks and innovation

- 4.1 Creation of the proposed new Committee brings together property and economic development functions, it also provides the immediate benefit of being able to consider property related decision in the context of the wider financial, economic and service requirements.
- 4.2 The Committee will enable members to provide a strategic steer in respect of ongoing and longer term property asset strategy. In particular, to strengthen the use of the council's property portfolio to support business, economic growth and service reconfiguration. Over the last three years, the County Council has established a corporate property unit. The ambition to accelerate the transformational contribution of property assets to public service reform requires effective decision making and governance. The County council has a significant property portfolio that has the ability to contribute to the economic and social development of the county. To this end the merger of the work of the Economic Sub Committee will ensure a comprehensive view of the support that is required for developing the right infrastructure, supporting business, job creation and growth.

5.0 Background

5.1 Background Papers

- 5.1.1 Policy & Resources Committee 26 September 2016 report "Creating a Property Committee, (page 238 on agenda), link:
<http://norfolkcc.cmis.uk.com/norfolkcc/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/501/Committee/21/Default.aspx>

Officer Contact

If you have any questions about matters contained or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

If you have any questions about matters contained in this paper please get in touch with:

Officer Name:	Tel No:	Email address:
Dinesh Kotecha	01603 222043	dinesh.kotecha@norfolk.gov.uk
Sarah Rhoden	01603 222867	sarah.rhoden@norfolk.gov.uk



If you need this report in large print, audio, Braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

\\Norfolk.gov.uk\ncodfs1\CorporateProperty\Team Admin\Meetings\Members Work groups\Constitution Advisory Group\17.03.01\draft\17.00.00 P&R Committee Proposed Property and Business Committee (rliwb) draft 0.2.doc

Appendix A to the CAG report

Norfolk County Council Constitution
Extract from Part 4.1 – sections 1 and 2 only

PART 4.1

COMPOSITION AND TERMS OF REFERENCE OF COMMITTEES

Full Council is responsible for the exercise of all the functions that are the responsibility of the local authority. However, in order to operate more effectively as an organisation, Full Council delegates many of its decision making powers to Committees, and other local authorities and officers.

Article 6 lists the Service Committees, Policy and Resources Committee, Regulatory Committees and Other Committees established by the Council together with details of their membership and functions.

This Part of the Constitution deals with the allocation of responsibility for undertaking those functions of the Council that are not reserved to the Full Council itself. In some cases the law requires the Council to establish a committee and dictates the way it operates. However, in most cases Full Council decides on the size, terms of reference and membership of its committees.

This part describes the Committees that the Council has established and includes details of their membership and delegated authority for decision making.

1. POLICY AND RESOURCES COMMITTEE

COMPOSITION:

17 Members of the Council not including the Chairmen and Vice-Chairmen of the other service committees and subject to proportionality. The Leader of the Council shall be the Chairman and the Deputy Leader of the Council shall be Vice Chairman. The Chairs of the Service Committees are expected to attend all meetings of the Policy and Resources Committee to ensure that Service Committee views are shared and service priorities are integrated into any strategy and policy decisions.

TERMS OF REFERENCE:

The Policy and Resources Committee has two main areas of responsibility. It leads the process for developing the County Council Plan and the Medium Term Financial Plan and so fulfils a co-ordinating role across all other service committees. It provides a 'whole-council' view of performance, budget monitoring and risk. In addition the Committee has responsibility for developing and monitoring the specific enabling corporate services including, ICT, finance and risk management, ~~property and asset management~~, human resources and organisational development, legal and governance, communications and public affairs and business continuity.

The Full Council delegates the following decision making responsibilities to the Policy and Resources Committee:

1. All decisions in relation to the above functions within the control of the Council, other than decisions reserved to Full Council.
2. Development of policy in relation to the above functions.
3. Review of performance and budget in relation to the above functions.

4. Review and monitoring of corporate performance and budget.
5. Development of the County Council plan and the Medium Term Financial Plan.
6. Appointments to external and internal bodies.
7. With regard to the Norse Group:
 - That the Council's purposes for participation in the Norse Group companies are clearly established and reviewed annually by the Policy & Resources Committee.
 - That Norse reports annually to P&R on both past performance against the council's purposes and KPIs and future business plans for the Norse Group companies, with appropriate assurances from the Executive Director of Finance and the Head of Law and Monitoring Officer. The Council has two distinct interests in Norse, as the sole shareholder in the Norse Group where its interests are ownership interests, and as a customer of some of the Norse companies where its interests are service delivery interests. As part of the business plans, that Norse commits to a range of KPIs against which it is measured, including:
 - (i) a value statement summarising the benefits accruing to NCC through ownership of Norse, including target rebate, dividend and return on any loans, provided the level of dividends, combined with rebates, should not be so large as to impact either short-term working capital or future investment requirements to meet long term spending objectives;
 - (ii) other KPIs such as the percentage of new work derived from private sector contracts, the profitability of such work and the total return to NCC.
 - That, in relation to new Companies (as defined by the Articles of Association) proposed by the Norse Group, the Executive Director of Finance will establish annually business objectives including the financial return expected. Proposals for Companies meeting these business objectives will be fast-tracked for approval by the Executive Director of Finance, through the P&R Committee or via the urgent business procedures for P&R business (where commercially necessary).

2. **SERVICE COMMITTEES**

2.1 **ADULT SOCIAL CARE COMMITTEE**

COMPOSITION:

17 Members of the Council, and subject to proportionality. The Chairman and Vice Chairman shall be appointed by the full Council

TERMS OF REFERENCE:

The Adult Social Care Committee is responsible for the commissioning and quality standards of adult social care services for people in Norfolk. It incorporates all those services, from protection to residential care, that help people live fulfilling lives and stay as independent as possible. It oversees the protection of vulnerable adults.

Its specific functions are:

Adult social care
Support for carers
Protection for vulnerable adults
Supporting people

The full Council delegates the following decision making responsibilities to the Adult Social Care Committee:

1. All decisions in relation to the above functions within the control of the Council, other than decisions reserved to full Council.
2. Development of policy in relation to the above function.
3. Review of performance and budget in relation to the above functions.
4. Appointments to external and internal bodies.

2.2 **CHILDREN'S SERVICES COMMITTEE**

COMPOSITION:

17 Members of the Council and subject to proportionality. In addition, 1 voting representative of the Church of England Diocesan Board and 1 voting representative of the Roman Catholic Diocesan Board. The Chairman and Vice Chairman shall be appointed by the Full Council.

2 Co-opted Parent Governor Representatives (non-voting)

6 Co-opted advisory members (non-voting) representing:-

- The Schools Forum
- Norfolk Governors Network
- Special Education Needs Education
- Primary Education
- Secondary Education
- Post 16 Education

TERMS OF REFERENCE:

The Children's Services Committee is responsible for services which help keep children and young people safe and fulfil their potential. It incorporates schools and attainment, and social care for children and families. It has a particular focus on those children who are in care, and for whom the Council has corporate parenting responsibility.

Its specific functions are:

Early years and child care
School improvement
Additional educational needs
Child protection
Children and young people in care
Fostering and Adoption
Youth offending

The Full Council delegates the following decision making responsibilities to the Committee:

1. All decisions in relation to the above functions within the control of the Council, other than those reserved to Full Council.
2. Development of policy in relation to the above functions.
3. Review of performance and budget in relation to the above functions.
4. Appointments to external and internal bodies.

2.3 **ENVIRONMENT, DEVELOPMENT AND TRANSPORT COMMITTEE**

COMPOSITION:

17 Members of the Council and subject to proportionality. The Chairman and Vice Chairman shall be appointed by the Full Council.

TERMS OF REFERENCE:

This Committee has responsibility for protecting and enhancing the environment. It also incorporates travel and transport services to help keep the county moving, and to maintain and develop the highway network.

Its specific functions are:

- Climate Change, mitigation and adaptation
- Flood and Water Management (including statutory scrutiny of flood risk management)
- Ecology and Arboriculture
- Countryside Access
- Archaeology, Heritage and Landscape
- Waste Management and Recycling
- Transport Strategy/Highways Network/Passenger Transport
- Planning and Development Strategy and Management

The Full Council delegates the following decision making responsibilities to the Committee:

1. All decisions in relation to the above functions within the control of the Council, other than those reserved to Full Council.
2. Development of policy in relation to the above functions.
3. Review of performance and budget in relation to the above functions.
4. Appointments to external and internal bodies.

2.4 COMMUNITIES COMMITTEE

COMPOSITION:

17 Members of the Council and subject to proportionality. The Chairman and Vice Chairman shall be appointed by the Full Council.

TERMS OF REFERENCE:

This Committee has responsibility for those services which are mainly based in communities and serve all of Norfolk's population. It also includes those services which help build resilience in our communities and keep people safe. It incorporates how we engage with the public and how we make our services as customer focused as possible.

Its specific functions are:

Libraries, museums, archives, arts and events
Norfolk Records service
Adult education
Trading standards
Public Health
Fire and rescue
Emergency planning and community resilience
Customer Services
Community relations and engagement

Drug and Alcohol Commissioning

The Full Council delegates the following decision making responsibilities to the Committee:

1. All decisions in relation to the above functions within the control of the Council, other than those reserved to Full Council.
2. Development of policy in relation to the above functions.
3. Review of performance and budget in relation to the above functions.
4. Appointments to external and internal bodies.

SUB COMMITTEES

2.5 **ECONOMIC DEVELOPMENT SUB-COMMITTEE BUSINESS AND PROPERTY COMMITTEE or SUB COMMITTEE**

COMPOSITION:

9 Members of ~~Environment, Development and Transport Committee~~ the council, subject to proportionality. ~~The Leader of the Council shall be an ex-officio non-voting member of the Sub Committee.~~ The Chairman and Vice-Chairman shall be appointed by the Full Council.

TERMS OF REFERENCE:

~~The Economic Development Sub-Committee~~ This Committee OR sub-Committee is responsible for promoting economic development and regeneration and associated activities. It incorporates focus on four broad areas: infrastructure, enterprise, skills and securing/managing external funds. It also has responsibility for the oversight and development of County Farms, a recognition of their importance in the rural economy. In addition the Committee OR sub-Committee has responsibility for developing and monitoring property and asset management.

Its specific functions are:

- Promoting economic growth and enterprise
- Removing barriers to growth
- Inward investment
- Supporting the Council's role on the Local Enterprise Partnership (NALEP)
- Unemployment issues
- Oversight of Norfolk Infrastructure Fund and Norfolk Development Company
- Promoting the rural economy
- Oversight and development of County Farms
- Property and asset management

The Full Council delegates the following decision making responsibilities to the ~~Economic Development Sub-~~Committee OR sub-Committee:

1. All decisions in relation to the above functions within the control of the Council, other than decisions reserved to Full Council.
2. Development of policy in relation to the above functions.
3. Review of performance and budget in relation to the above functions.
4. Appointments to external and internal bodies.

SIZE OF COMMITTEES AND PROPORTIONAL ALLOCATION OF SEATS ON COMMITTEES

Report by Head of Democratic Services

1.0 Introduction

- 1.1 At its first Annual General Meeting, the Council is required to determine the size and composition of and appoint the membership of its committees, sub-committees and joint committees.
- 1.2 The committee allocations for the new Committee system have been developed, following discussions between Group Leaders. It also takes account of the proposal to establish a Business and Property Committee and to delete the Economic Development Sub-Committee

2.0 Based upon the committees of 17 changing to 13 members

- 2.1 There would be 128 main committee places. The overall allocation of the 128 places to political groups is as follows:-

Conservative - 84

Labour - 27

Liberal Democrats - 17

TOTAL - 128

- 2.2 The table below sets out the allocation of places to each committee when the proportionality formula is applied to each committee individually.

Committee and number of places	Cons	Lab	Lib Dem
Policy & Resources (13)	8	3	2
Adult Social Care (13)	8	3	2
Business and Property (13)	8	3	2
Children's Services (13)	8	3	2
Communities (13)	8	3	2
Environment, Devt & Transport (13)	8	3	2
Planning Regulatory (13)	8	3	2
Health Overview & Scrutiny (8)	5	2	1
Audit (7)	5	1	1
Standards (7)	5	1	1
General Purposes (5)	3	1	1
Pensions (5)	3	1	1
Personnel (5)	3	1	1
TOTAL ALLOCATED (128)	80	28	20
Overall number of places that each group should have	84	27	17

- 2.3 The table shows that there is a need to address the following discrepancies between the overall number of places to which each group is entitled and the number of places they have when the proportionality is applied individually to each committee:-

Conservatives –	Should have 84 but are allocated 80 and therefore need to have 4 more places
Labour –	Should have 27 but are allocated 28 and therefore need to have 1 fewer place
Lib Dem –	Should have 17 but are allocated 20 and therefore need to have 3 fewer places

- 2.4 Group Leaders have considered this requirement and agreed to put forward a provisional proposal for the following final allocations based on the above, ***subject to confirmation from their Groups:***

Committee and number of places	Cons	Lab	Lib Dem
Policy & Resources (13)	9	2	2
Adult Social Care (13)	8	3	2
Business and Property (13)	8	3	2
Children's Services (13)	9	3	1
Communities (13)	9	3	1
Environment, Devt & Transport (13)	8	3	2
Planning Regulatory (13)	9	3	1
Health Overview & Scrutiny (8)	5	2	1
Audit (7)	5	1	1
Standards (7)	5	1	1
General Purposes (5)	3	1	1
Pensions (5)	3	1	1
Personnel (5)	3	1	1
TOTAL ALLOCATED (128)	84	27	17
Overall number of places that each group should have	84	27	17

3.0 Recommendations

- (i) Council is asked to determine the political composition of the committees as set out above;
- (ii) Council is asked to note the allocation of places to political groups for the other committees etc. set out in Sections 2, 3 and 4 of Appendix 1.
- (iii) Subject to the specific exceptions in (iv) below Council is asked to agree that the group leaders notify the Head of Democratic Services by Friday 19th May 2017 of their proposed appointments to all the committees etc. set out in Sections 1, 2, 3 and 4 of Appendix 1 and the appointments then formally be

made by the Head of Democratic Services under the delegated powers set out in the Constitution

- (iv) Council is asked to determine the following appointments:-
 - (a) The 3rd member to serve on the Health and Wellbeing Board (Section 2)
 - (b) The 2 members and 3 non-voting advisers to serve on the Norwich Highways Agency Joint Committee and to decide which of the 2 members shall be the Chairman of the Joint Committee (Section 4)
 - (c) The member and named substitute to serve on the Norfolk Parking Partnership Joint Committee (Section 4)
 - (d) The member and named substitute to serve on the Planning and Traffic Regulation Outside London Joint Committee (Section 4)
 - (e) The member and named substitute to serve on the National Bus Lane Adjudication Committee (Section 4)

SECTION 1

SERVICE COMMITTEES

Policy and Resources Committee - 13 Members

Conservative ()
Labour ()
Liberal Democrat ()

Adult Social Care Committee - 13

Conservative ()
Labour ()
Liberal Democrat ()

Business and Property Committee - 13

Conservative ()
Labour ()
Liberal Democrat ()

Children's Services Committee- 13 plus 2 Church representatives (voting)

Conservative ()
Labour ()
Liberal Democrat ()

Communities Committee - 13

Conservative ()
Labour ()
Liberal Democrat ()

Environment, Development & Transport Committee - 13

Conservative ()
Labour ()
Liberal Democrat ()

OTHER COMMITTEES

Planning (Regulatory) Committee - 13

Conservative ()
Labour ()
Liberal Democrat ()

Panel of Substitutes for Regulatory Committees - 13

Conservative ()
Labour ()
Liberal Democrat ()

Norfolk Health Overview and Scrutiny Committee 8

Conservative ()
Labour ()
Liberal Democrat ()

Plus each group has named substitutes, the number to be the same as the above allocations

Audit Committee 7

Conservative ()
Labour ()
Liberal Democrat ()

Standards Committee - 7

Conservative ()
Labour ()
Liberal Democrat ()

General Purposes (Regulatory) Committee – 5

Conservative ()
Liberal Democrat ()
Labour ()

Pensions Committee 5

Conservative ()
Labour ()
Liberal Democrat ()

Personnel Committee - 5 (Must include the Leader of the Council)

Conservative ()

Labour ()

Liberal Democrat ()

SECTION 2

The figures in brackets show the allocation of places to political groups based upon the political composition of the new Council

Employment Appeals Panel – 11

When the Panel meets, it has a membership of 3 appointed by the Head of Human Resources and drawn from the wider Panel of 11

Conservative (7)

Labour (3)

Liberal Democrat (1)

Health and Wellbeing Board (3)

- * Chairman of the Children's Services Committee
- * Chairman of the Adult Social Care Committee
- One other Member of Council

*Statutory member of the Board

SECTION 3

The figures in brackets show the allocation of places to political groups based upon the political composition of the new Council

JOINT COMMITTEES

Norfolk Joint Museums & Archaeology Committee – 9

Conservative (6)

Labour (2)

Liberal Democrat (1)

Plus each group has one named substitute

Norfolk Records Committee – 3

Conservative (2)

Labour (1)

Plus each group has one named substitute

Eastern Inshore Fisheries Conservation Authority – 3

Conservative (2)

Labour (1)

Norfolk Police & Crime Panel – 3

Conservative (1)

Liberal Democrat (1)

Labour (1)

Plus each group has one named substitute

The above allocation to the Police and Crime Panel is calculated with reference to the requirement for the Panel to be politically balanced based upon the overall political balance of Council seats in Norfolk. The 7 district councils each appoint 1 representative and the County Council makes its 3 appointments to ensure that the overall political balance is achieved.

SECTION 4

The figures in brackets show the allocation of places to political groups based upon the political composition of the new Council

Norwich Highways Agency Joint Committee – 2

Conservative (1)
Labour (1)

In appointing its 2 representatives, Council is also required to determine which of them will be Chairman of the Joint Committee

Non-Voting Advisors (3)

Conservative (2) -
Labour (1) -

Eastern Shires Purchasing Organisation Joint Committee- 2

Conservative (1)
Labour (1)

Norfolk Parking Partnership Joint Committee (1 Member of the Council plus one named substitute)

Planning and Traffic Regulation Outside London Joint Committee (1 Member of the Council plus one named substitute)

National Bus Lane Adjudication Committee (1 Member of the Council plus one named substitute)